



Human Resources Newsletter

April 2003 News

What's New, What's Hot

- **Annual Needs Assessment Survey** to district/section heads March 31. Responses (due April 17) will be used to establish Fiscal Year 03/04 Work Plans for HQ HR Units.
 - **PPM #17** (Educational Leave/Tuition Reimbursement) - Revised effective March 24, 2003 to allow for reimbursement of two courses per semester when second course is a lab taken in conjunction with a required class.
 - **PPM #6** (Communications with the Media) - Revised effective March 17, 2003 to reflect clear guidance in handling issues of public interest and further define extent of authority granted to DOTD employees relative to addressing inquiries from the media. All employees should become familiar with this PPM.
 - **360 Degree Feedback Program:** Special task force to analyze survey questions, frequency of requests for feedback, etc.; therefore, previous notice of the every-other-year provision subject to review. More to follow.
 - **Military Leave:** New payroll Function/Object codes effective 3/17/03 to record/distinguish leave for military purposes (Delete 807 - Military Leave; Function 814 not to be used for Military Leave).
-
- 872 / 172 - Special Leave (Governor ordered for local emergencies)
 - 873 / 173 - Military Leave (15 working days per calendar year)
 - 874 / 174 - Annual Leave - Military (once 15-day entitlement is exhausted)
 - 875 / 175 - Compensatory Leave (once 15-day entitlement is exhausted & before using Annual Leave under "874")
 - 876 / 176 - LWOP (once 15-day entitlement is exhausted; either used all Annual or Compensatory Leave or elected not to use paid leave)

Special Events

- April 1st - April Fool's Day
- April 9th - CS Commission Meeting
- April 9th - HQ New Employee Orientation
- April 16th - SCHR Meeting
- April 18th - Good Friday Holiday
- April 20th - Happy Easter
- April 22nd - Earth Day
- April 24th - Take Our Daughters and Sons to Work Day



Human Resources Newsletter

April 2003 News

(Continued)

HR Unit Updates

Compensation Unit

- TS Schedule approved by Governor effective March 31, 2003

Employee Relations Unit

- Reminder to all district and section heads to conduct EEO meetings with all employees by May 30, 2003. Point of contact: Dee Everett, 225-379-1239.
- Take Our Daughters & Sons to Work: Day - "Snapshot" of site visits & demonstrations:
 - Interviewing Skills (HR will demonstrate live "bloopers" on how not to interview for a job.)
 - Emergency Response Team will present a participative emergency drill designed to demonstrate basic first aid techniques.
 - Site visit to EBR Traffic Center, the "brain" for traffic control in the area.
 - Site visit to Traffic Services' Sign Shop to view state-of-the-art sign fabrication process with opportunity to help screen a highway sign; special surprise in store.
 - Site visit to DOTD's Computer Center for opportunity to make "hands on" business cards DOTD style and see some of the many inventive ways technology is being used throughout DOTD.
 - Site visit to Materials Lab to learn about testing asphalt, concrete, steel, and other materials.
 - Aran & MAP vans, Bucket-Truck and other highway construction equipment will be parked for "inspection" throughout the morning.

Operations Unit

- The movement of affected employees from GS to WS Pay Schedules is 98% complete.

Personnel Management Unit

- April 15th - next mandatory Workplace Violence training for HQ personnel (HQ Auditorium). Any employee who was unable to attend the March 27th session, must attend this on April 15th. Two sessions for your convenience (9 a.m. and 2 p.m.). Point of contact: Ranzy Montet, 225-379-1293.
- April 29th - Substance Abuse Training for Supervisors. Two sessions (9 a.m. and 11 a.m.) for convenience of all **newly appointed** supervisors or those who have never attended this training.